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## OKLAHOMA FEDERAL EXECUTIVE BOARD

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Oklahoma City, OK 73102-3422

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This Federal Executive Board covers the state of Oklahoma, currently listing 183 federal agencies. The largest of these agencies are Tinker Air Force Base, Midwest City; Mike Monroney Aeronautical Center, Oklahoma City; U.S. Postal Service, Oklahoma City; U.S. Army Corps of Engineers, Tulsa; Internal Revenue Service, Oklahoma City; and VA Medical Center, Oklahoma City.

There are currently more than 60,000 federal, postal, and military members in the state of Oklahoma. Major metropolitan areas in Oklahoma include: Oklahoma City, Tulsa, and Lawton. However, there are federal agencies scattered throughout the state which has a total estimated population of 3,258,000.

### Overview of Major Accomplishments

The Oklahoma Federal Executive Board distributes a monthly newsletter to share information among agencies and advocate opportunities to pool resources. The F.E.B. has made progress in identifying and coordinating agency activities which provide a savings of tax dollars or a cost-avoidance. FY 95 provided the opportunity to combine like-functions of two federal agencies so the functions are now sharing the same space, equipment, and combined buying power which saves at a significant rate. Through the F.E.B., all Federal Site copier plans have been combined into one, allowing the maximum savings (on a sliding scale of savings) to all participating agencies. These savings are realized in the purchasing of equipment, maintenance agreements, paper, and miscellaneous supplies. Career transitional assistance services were quickly coordinated for agencies on a reimbursable basis in response to the Presidential mandate to agencies; one agency, with a RIF underway at the time, volunteered to provide these services to the 25 employees identified to be adversely affected (critique sheets reflect positively on the usefulness of information and comprehensive services provided).

**Theme 1:**

Public Service Recognition Luncheon with 1,000 in attendance to recognize the 72 employees nominated by 18 agencies for recognition in seven categories. Attendees included individuals from Georgia, Maryland, Virginia, and Texas as well as local citizens.

2nd Anniversary of Reinventing Government Luncheon was held in September with more than 200 in attendance. The F.E.B. recognized 37 "reinvention" efforts from 17 agencies for their contributions in "creating a government that works better and costs less", a NPR "hammer award" was presented to the winning nomination.

The F.E.B. Office publishes a monthly newsletter providing information regarding F.E.B. luncheon meetings (held every other month with attendance varying from 25-50 individuals); interagency training efforts which provide needed training at no cost or a reduced rate; interagency blood drives held for smaller agencies (resulting in more than 30,000 units of blood donated last year through agency blood drives); "Federal Employees Care" initiatives, encouraging federal employees to volunteer for community outreach activities.

**Theme 2:**

A one day seminar on "Reinventing Government" held in May 1995 included a speaker from the National Performance Review to provide an overview of reinventing government. Other topics included the Atlanta project, how the government effectively uses Internet, and FEMA's/GSA's recent response to disaster. This training session was attended by almost 200 individuals.

The F.E.B. coordinated services with the Oklahoma Employment Security Commission (OESC) in the event federal employees would be furloughed. Services coordinated include the opportunity for agencies to provide payroll data to OESC with the agency identifier on each employee affected or OESC would provide "on location" sign up opportunities for employees to be affected. Both options provided unemployment application opportunity without requiring federal employees to report "in mass" at unemployment offices on the effective date of furloughs.

Newly coordinated Career Transitional Assistance provided the first two-day workshop on October 30-31, 1995 for twenty-five DOD employees scheduled for separation due to a reduction in force. This particular assistance includes: preparing for a job search, how to market your skills and training, financial planning, stress management, time management, access to job search sources and retraining opportunities. This workshop was also provided in a condensed, one-day version for agency representatives to attend for "audit" purposes; six agencies participated in the exhibition version of transitional services with positive reviews.

**Theme 3:**

F.E.B. involved in coordinating a one-stop job search center which houses the Oklahoma State Employment Commission, Oklahoma County JTPA, and will soon have the U.S. Office of Personnel Management's touch screen job information center.

Oklahoma F.E.B.'s CASU was involved in the coordination of an interagency duplicating facility, combining the duplicating functions of FAA and GSA. These two agencies are now sharing space, equipment, and combined purchasing power to maximize the utilization of available resources and save government dollars.

**Theme 4:**

The Federal community is represented on Oklahoma City's Chamber of Commerce Board of Directors by the F.E.B. Chairman.

The FEB has partnered with the Association of Central Oklahoma Governments (ACOG) to support their "Clean Air" initiative. When conditions are predicted to be conducive to excess carbon monoxide levels, ACOG notifies the FEB Office. The FEB then generates a fax cascade to notify federal agencies in the local area, encouraging federal employees to utilize public transportation which is provided free of charge on those days.

FEB's Federal Employees Care Committee had organized a multitude of community outreach efforts, including 272 volunteers for Christmas in April (repairing homes located in disadvantaged communities for senior citizens), 23 individuals "walking" to raise funds for multiple sclerosis, 92 volunteers worked the Salvation Army Toy Store, 16 volunteers worked a local telethon to support Public Television, 55 volunteers participated in collection of 116 bags of trash in the downtown OKC area, federal employees manned the "Lost Child Booth" at the State Fair, and an untold number of federal employees volunteered through Red Cross and Salvation Army in a variety of efforts helping with the rescue/recovery efforts in Oklahoma City.

The Central Oklahoma Combined Federal Campaign raised \$1,441,907 last year. The previously separate El Reno CFC was incorporated into the 1995 and future Central Oklahoma Campaigns which cover an eight county area; this added approximately 380 employees. This year's campaign is underway, currently possessing \$1,487,717 in pledges. Since we have exceeded the goal of \$1.45 million, an additional objective of \$1.5 million has been set.

**Theme 5:**

The Oklahoma F.E.B. served as a central point of contact regarding services and assistance available to the federal agencies and employees affected by the April 19th bombing in Oklahoma City. The F.E.B. Office has continued to serve as the conduit for information to these agencies (some of whom are still sensitive in releasing information regarding location and staff). Some of these agencies have moved more than once, some are still located in temporary space. The F.E.B. maintains the only continually updated contact list of the agencies previously located in the A.P. Murrah Building.

After the April bombing, dislocated agencies were quickly relocated to space provided mostly by other federal agencies in the area. Three agencies were relocated to the IRS building; five agencies were relocated to available space at FAA; two agencies were accommodated at Tinker AFB; one agency was accommodated by the VAMC; the Marine Recruiting Office temporarily co-located with another office; U.S. Customs relocated with another Customs office; four agencies were relocated to State office space; Social Security was located with other SSA offices within the metropolitan area; GSA relocated to commercial space, temporarily; one agency individual worked from her home; and the Credit Union was able to immediately occupy a vacant bank building.

By FEMA's request, the F.E.B. continues to serve on the Oklahoma City Resource Coordination Committee which meets weekly to address ongoing needs of affected individuals. The F.E.B. represents and coordinates assisting resources for needs of federal employees and agencies which may be addressed. (This has been an ongoing effort)

**Theme 6:**

The Oklahoma Public Service Recognition Luncheon had to be postponed until May 30, 1995, due to tragic events in Oklahoma City. In response to a solicitation from the F.E.B. Office, seventy-two employees from eighteen agencies located in Oklahoma were nominated to compete in seven categories for "Employee of the Year". Almost 1,000 individuals attended the event with Vice President Al Gore providing the keynote address. An addition to this year's ceremony was an "Unsung Heroes Honor Roll" recognizing the federal agencies that were located in the A.P. Murrah Building on April 19, 1995. Each agency was provided an oak plaque with sentiments and a small piece of granite from the building. Rescue and recovery workers from local and state government agencies were also honored for their efforts.

A "Second Anniversary of Reinventing Government" award luncheon was hosted by the F.E.B. to recognize efforts made to create a government that works better and costs less. A total of thirty-seven nominations were received from seventeen agencies to be considered for the "hammer award". All thirty-seven nominations received recognition for their cost-saving efforts; however, only one hammer award was presented. Oklahoma's 1995 hammer recipient was the 71st Mission Support Squadron, Vance AFB for their partnership with the Enid, Oklahoma community in providing education to military and civilian members that saved \$421,000 while increasing graduate program enrollment 183%. More than 200 individuals were in attendance for the recognition ceremony which was held on September 28, 1995.

ATTACHMENT A

**INFORMATION ON FEDERAL EXECUTIVE BOARD ACTIVITIES**

**Background Information**

- (1) Name and address of Federal Executive Board
- (2) Name, telephone number and fax number of Chair
- (2) Name, telephone number and fax number of Executive Director
- (4) Major Federal agencies represented; total number of agencies; total number of Federal employees in area served (include Postal and military)
- (5) Major communities, population center(s) served; total population of area served

**Overview of Major Accomplishments**

Describe key events, activities or programs that you are most proud of. Cover FY 1995 and any portion of FY 1996 you choose. In describing your work, include some statement of what your FEB stands for, what its goals are and what the general framework for operations is.

\*\*\*\*\* Please limit this overview to one page \*\*\*\*\*

## ATTACHMENT B

## INFORMATION ON FEDERAL EXECUTIVE BOARD ACTIVITIES

**PLEASE NOTE:** The Working Group devised the following six mission themes as a way of focusing what we believe to be the future role of FEBs in the spirit of reinvention. We started with the basic premise set down in 1961, when President Kennedy established Federal Executive Boards to provide closer coordination among Federal agencies in important centers of federal activity outside Washington, D.C. At that time, the President stated, "Although each executive agency and its field organization have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities..."

We take as a premise that the Federal Executive Board is the hub of all government activity in the region.

**THEME 1:** The FEB informs member agencies of each other's initiatives and successes, and informs the local community of national policies and priorities.

**DESCRIPTION OF KEY ACTIVITIES SUPPORTING THIS THEME:**

Please include 4-6 bullet points briefly describing a project, program, activity or ongoing resource offering that provides the reader a good sense of what your FEB offers. Try and include some substantive programmatic actions as opposed to only process (e.g., held a meeting) actions. Some examples might be: newsletters published, radio shows produced, e-mail network established, Public Service Recognition Week activities, exhibits to share information on government agency services.

**OUTCOME INDICATORS:**

Please provide data that might show how effective these activities were in terms of such things as people contacted, quantity of products distributed, feedback received after an event, agency or public's participation rates, etc. (attach press clippings)

**THEME 2:** The FEB draws together agencies with common goals so that their efforts are complementary.

**DESCRIPTION OF KEY ACTIVITIES SUPPORTING THIS THEME:**

See above instructions. Some examples might be: symposia conducted to train agency personnel on new governmentwide requirements, telecommuting centers, establishment of outplacement/career counseling programs for employees affected by downsizing/RIF, sharing best practices in reducing costs of workers compensation programs, etc.

**OUTCOME INDICATORS:**

Some examples might be: number of trainees, cost savings realized by individual agencies by pooling resources, access provided to those who might not have participated because of cost constraints, new products, actions emerging from synergy of agencies, number of people counseled, number of people placed in new jobs, instances of retraining arranged, etc.



**THEME 3: The FEB draws together agencies with common clients so that government services are convenient for the customers.**

**DESCRIPTION OF KEY ACTIVITIES SUPPORTING THIS THEME**

Some examples might include: one-stop shopping centers, federal information kiosks, multi-use facilities, etc.

**OUTCOME INDICATORS**

Some examples might be: number of clients served/day (week, etc), cost savings to agencies (rent, overhead, staff), qualitative measures of service delivery, increase in access time to facility, demographics on proximity to client population, etc.

**THEME 4: The FEB is a partner of local commerce, civic responsibility, and charity.**

**DESCRIPTION OF KEY ACTIVITIES SUPPORTING THIS THEME**

Some examples might be: actions to turn a surplus military installation into a viable community business or civic venture, CFC, other charitable projects, work opportunities program for disabled, disadvantaged or youth, public school partnerships, private sector partnerships, participation in local enterprise zone work, job opportunities for injured federal employees, youth motivation programs, etc.

**OUTCOME INDICATORS**

Some examples might be: number of individuals placed in jobs, worker-trainee positions, amount of funds raised, private donations solicited to support community activities, base closing turnaround success, money saved in returning individuals to work and off disability rolls, etc.

**THEME 5: The FEB stands ready to marshal resources of the entire federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.**

**DESCRIPTION OF KEY ACTIVITIES SUPPORTING THIS THEME:**

Some examples might be coordination of Federal resources to assist FEMA, other agencies after Oklahoma City bombing, L.A. earthquake, hurricanes, etc.

**OUTCOME INDICATORS:**

Some examples might be number of people contacted, lines of communication established, number of vacant facilities located for displaced personnel use, time needed to resume normal operations for agencies, assessment of contribution by others, etc.

**THEME 6: The FEB celebrates the successes of Americans working together through the institution of self government.**

**DESCRIPTION OF KEY ACTIVITIES SUPPORTING THIS THEME:**

Some examples might be: Public Service Recognition Week, Reinvention ceremonies, etc.

**OUTCOME INDICATORS**

Some examples might be: number of people reached, level of support and participation of government, private sector state/local officials, awards received, media accounts of events. (attach press clippings)



*FFAs response to the President's Mgmt Council's request for info.*

*12-8*

U.S. ARMY CORPS OF ENGINEERS  
TULSA DISTRICT  
1645 South 101<sup>st</sup> East Avenue, P.O. BOX 61  
TULSA, OKLAHOMA 74121-0061

PHONE: 918-669-7201  
FAX: 918-669-7207

FACSIMILE TRANSMITTAL HEADER SHEET

COMMAND	NAME OFFICE SYMBOL	TELE NO.	FAX NO.
FROM: Corps of Engineers	MAJ Frendak	918-669-7201	918-669-7207
TO: FEB	Ms. LeAnn Jenkins	405-231-4167	405-231-4165
TO:			
TO:			
TO:			
TO:			
CLASSIFICATION	NO. PGS. 3 + Header	PRECEDENCE	DATE 14 Dec 95

AUTHORIZED RELEASER'S SIGNATURE:

*Kristi Hultenbrand*

MEMO:

Attached is a copy of our response to the National Performance Review. Also for your info, I will be attending the Annual Federal Executive Board Meeting in Washington, DC, 8-10 Jan.





TULSA,

OKLAHOMA

December 13, 1995

Ms. Susan Valaskovic  
National Performance Review  
750 17th Street NW, Suite 200  
Washington, DC 20006

Dear Ms. Valaskovic:

Enclosed are comments I have received from Federal agencies in the Tulsa area concerning the accomplishments of Tulsa Federal Executive Association of the Oklahoma Federal Executive Board.

I have prepared my response in accordance with your reporting format and enclosed a disk prepared in WordPerfect.

Please contact me if I can be of any further assistance.

Sincerely,

Timothy D. Sanford  
Colonel, U.S. Army  
Chairperson, Tulsa Area Federal  
Executive Association

Enclosure

THEME 1: The FEA informs member agencies of each other's initiatives and successes, and informs the local community of national policies and priorities.

DISCUSSION/OUTCOME INDICATORS: We report to the Oklahoma City FEA under the assistance of Ms. Lee Ann Jenkins who does an excellent job of keeping us informed of their annual Work Plans. She invites and we attend their monthly meetings at which we coordinate activities and schedule speakers or national themes. Examples are the scheduling of an annual employee excellence award ceremony, the National Performance Review celebration of the Hammer awards to agency teams, etc. These functions were coordinated with and well covered by the local news media.

THEME 2: The FEA draws together agencies with common goals so that their efforts are complementary.

DISCUSSION/OUTCOME INDICATORS: The Tulsa FEA has coordinated area job fairs, common retirement training, and EEO diversity and sexual harassment training. Southwestern Power and the Tulsa District, Corps of Engineers have recently completed their own video-communications center and will make it available to other Federal agencies in the area.

THEME 3: The FEA draws together agencies with common clients so that government services are convenient for the customers.

DISCUSSION/OUTCOME INDICATORS: The Tulsa FEA studied the use of Common Administrative Service Units (CASU's) but it was not conducive based upon the wide geographical distribution of smaller Federal offices throughout Tulsa. Southwestern Power customers consist of the utility companies in six states, and they are not common to other Federal agencies.

THEME 4: The FEA is a partner of local commerce, civic responsibility, and charity.

DISCUSSION/OUTCOME INDICATORS: Each year, the FEA has played a vital role in leading and supporting the local Combined Federal Campaign. In 1993, the FEA was instrumental in assisting the Tulsa United Way meet its local goals when the industry drive was lagging. Southwestern Power has adopted the Carver Middle School in order to assist the science and mathematics programs and presented programs at FEA meetings. The Tulsa District, Corps of Engineers has adopted Will Rogers High School as part of the Adopt-a-School program.

THEME 5: The FEA stands ready to marshal resources of the entire federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.

DISCUSSION/OUTCOME INDICATORS: Shortly after the April Oklahoma City bombing, the Tulsa FEA marshaled support for Federal Personnel Specialists to be offered for processing of insurance claims and family counseling. It was later decided that each Federal department would take care of its own Federal family.

THEME 6: The FEA celebrates the successes of Americans working together through the institution of self government.

DISCUSSION/OUTCOME INDICATORS: The Tulsa FEA held a National Performance Review, Hammer award celebration for Agency teams and Southwestern Power and the Tulsa District, Corps of Engineers both received an Honorable Mention for its team's contribution. It was well attended and received good media coverage. The FEA also celebrates the professional and craftsmanship excellence of the Tulsa workforce each year.